



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RAILROAD RESTORATION SUPERVISOR	35	G	9.455

#### DEFINITION OF THE CLASS:

Under general direction of the Director, plans organizes and directs the activities of the Nevada State Railroad Museum's restoration facility; including supervising skilled craft workers and volunteers in the maintenance, restoration, and operation of vintage railroad rolling stock and equipment; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Participates in restoration project planning and reporting by meeting with museum curatorial staff; reviewing historical reports compiled by curatorial staff; providing technical input; preparing report documenting items of significance discovered during restoration, and detailing all restoration activities which were performed.

Supervises railroad restoration staff in the performance of their duties by planning, organizing, and assigning work; answering questions about assignments and instructing in special techniques; reviewing work quality; resolving unusual or difficult technical problems; identifying and providing training needs; initiating recommendations for disciplinary action; motivating staff; evaluating individual performance.

Performs physical research of rolling stock in order to identify age and authenticity of components. This involves looking for changes or modifications; collecting paint samples; documenting construction details for historical record and to ensure proper reassembly.

Based on physical research, draws blueprints of rolling stock components and designs replacement components to replicate original parts. In the absence of physical research, uses knowledge of mechanical engineering design and railroad equipment to determine probable appearance of original components.

Inspects materials, machine parts, and assembled unit to ensure conformance to specifications and maintains quality control over restoration project.

Directs contract employees performing skilled labor operations such as pattern-making, spinning, boiler repair and boiler operations to ensure contract employees understand requirements and complete work in accordance with project specifications.

Orders construction materials, equipment, and parts by working with State Purchasing Division and vendors to obtain the desired products and price.

Inspects unrestored rolling stock and related equipment to determine type and extent of stabilization or preservation required, based on current condition and available resources, to protect items from decay and vandalism.

Inspects acquired rolling stock and determines best and most cost effective method of transporting it from point of origin to the museum while ensuring safety of rolling stock and staff.

**EXAMPLES OF WORK:** (cont.)

Ensures shop equipment, tooling, rolling stock, and locomotive boilers are maintained in proper working condition by developing maintenance schedules; inspecting equipment and rolling stock; directing service and maintenance activities; and performing some maintenance activities such as stay bolt and tube replacement for boilers and air brake and draft gear maintenance for rolling stock.

Supervises volunteers who operate rolling stock by developing work schedules; implementing safety procedures; assessing and providing training needs; to ensure proper staffing levels and safe operation of equipment.

Assists walk-in visitors and telephone callers inquiring about the railroad museum, railroad history or restoration activities by providing requested information or directing to appropriate personnel.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of State and department purchasing practices and procedures. Working knowledge of Department of Museums and History policies, procedures, and safety rules and regulations.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of railroad restoration and preservation techniques and ability to implement techniques. Working knowledge of rolling stock components and ability to identify authentic components. General knowledge of specialized skills such as pattern-making; spinning; boiler repair; and boiler operations, as applied to railroad restoration and maintenance. General knowledge of railroad operation and safety rules. General knowledge of design and proportion as it relates to vintage railroad rolling stock. Working knowledge of the principles and practices of effective supervision and training. Working knowledge of finishing techniques and proper application methods. Working knowledge of wood and metal materials, their characteristics and uses. Working knowledge of shop equipment, tooling, rolling stock, and locomotive boiler maintenance. Working knowledge of railroad terminology, rolling stock, related railroad equipment and railroad history. General knowledge of the principles, practices and procedures of general engineering as applied to railroad restoration.

Ability to replace locomotive boiler stay bolts and tubes. Ability to perform air brake and draft gear maintenance. Ability to plan, implement, and supervise all aspects of railroad restoration projects. Ability to supervise skilled craft workers and volunteers including developing work priorities, training, motivating, assessing work quality, implementing disciplinary action, and evaluating performance. Ability to develop blueprints and specifications; calculate material requirements; layout work; cut, shape, and assemble work in accordance with specifications, applying journey-level skill in carpentry, welding, brazing, and blacksmithing. Ability to interact with the public in a tactful and courteous manner. Ability to perform heavy labor for extended periods under conditions which require exposure to high noise, dirt, dust, and hot and cold temperatures. Ability to read and interpret historical information and apply information to develop restoration project plans. Ability to write grammatically correct technical reports to explain restoration activities. Ability to communicate orally using appropriate vocabulary and grammar to explain policies and procedures, obtain information, give instructions, and discuss job-related topics. Ability to develop and maintain cooperative working relationships with museum staff, subordinates, contract workers, and volunteers.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Journey-level skill in the set-up and operation of all hand tools and machine tools used in railroad restoration work.

EDUCATION AND/OR WORK EXPERIENCE:

Graduation from high school or the equivalent education and two years journey-level experience in the trades plus five years journey-level railroad restoration and operations experience, two years of which were as a project supervisor.

EQUIVALENCY STATEMENT:

An Associate degree in engineering may be substituted for two years of non-supervisory experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.455</u>
	7/1/89P
	6/9/89PC
REVISED:	7/1/91P
	11/29/90PC